

FF Special Retirement Coverage

Standard Position Description (SPD)# F185

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F191

1. Agency Position No.

F185

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
								13. Competitive Level Code	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Supervisory Range/Forestry Technician*		GS		455/462		07	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Supervisory Range/Forestry Technician*		GS		455/462		07	

16. Organizational Title of Position (if different from official title) Hotshot Superintendent		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Ch Fire & Aviation	
Signature	Date	Signature	Date
		(signed) L. BARKOW	JAN 18 1999

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position GS-455/462	
Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist			

Signature		Date	
Juliet D Powell		11/21/90	

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-7
Hotshot Superintendent
Position No. F185

INTRODUCTION

This position is located in a BLM fire suppression organization. The purpose of this position is to serve as a crew supervisor for an organized fire crew. Organized crews are normally composed of 20-25 positions split into two or more squads (number of crewmembers and squads may vary). The hot shot superintendent provides direction and guidance to the crew through work leaders. Normally, the hot shot superintendent accompanies the crew to fires and is present with the crew on the fire line.

DUTIES

A. The primary purpose of this position is to serve as a working supervisor of an organized crew of firefighters who are assigned to fires throughout the United States for a variety of agencies. As assigned, serves as the Incident Commander for multiple-crew fires occurring within the vicinity of the official station.

On project fires, accompanies crew to fires and fills line positions as assigned and qualified.

B. Participates in prescription burning projects as assigned.

C. Directs and/or performs tools and equipment maintenance and repair activities. Participates in spring activation and fall winterizing of equipment.

Participates in fire readiness drills and safety sessions. Participates in fire critiques. Receives line firefighting training.

D. Spends 20-25% of the time in supervisory activities such as selecting or participating in the selection of employees, timekeeping, reviewing work to ensure it meets established standards, setting performance standards and end of season ratings, requisitioning supplies, submitting equipment use reports, completing fire reports, completing accident reports, explaining administrative regulations and procedures, presenting or participating in the presentation of informal training, ensuring safety precautions are adhered to, recommending employees for formal training, recommending employees for reassignment/promotion, and resolving informal grievances.

E. Spends an estimated 10% of the time performing other fire suppression related or other resource projects during a normal fire season.

FACTORS

Factor 1, Knowledge Required for the Position

Knowledge of (1) fire behavior, (2) safety in fire suppression operations, and (3) fire suppression techniques, methods and procedures sufficient to train and supervise on-the-ground work through intermediate work leaders in a variety of fuels, terrain, and environmental situations is required. Prior line firefighting experience and training is required.

Knowledge of air operations used to support fire suppression activities is required.

Ability to use and to train others to safely use and maintain fire suppression hand tools, portable pumps, chain saws, and other equipment is required.

Knowledge of administrative regulations and guidelines relating to time reports, equipment use reports, injury reports, property accountability and inventory procedures, and purchase requisitioning procedures is required.

It has been determined that the employee in this upper level crew member position must have (1) prior line firefighting experience and training to perform the duties of the position, and (2) prior line crew experience. The experience and training must have provided the employee with the knowledge of basic principles, concepts and methodology for directing and performing large fire operations with an organized crew.

Must have the ability to supervise others.

Must possess a valid state driver's license and have the ability to operate the type vehicles assigned.

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor/fire boss in terms of what is to be done and the resources available to accomplish the assignments. Since the employee is in charge of a segment of firefighters, the employee is responsible for analyzing situations and keeping the next higher level supervisor aware of problems and progress. The employee normally is free to use the available resources as determined to be the most feasible within the environmental conditions they are working. Additional guidance is available from the next higher level supervisor if traditional methods do not yield the desirable results. Dependent upon the assignment, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

Factor 3, Guidelines

Procedures for performing the firefighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials. Since this is an organized crew primarily responsible for extended attack activities, a number of wildland fire organizations are supported which have varying internal guides and regulations. As a work supervisor of a larger crew, the number of guidelines, type of tactics and methods, and procedures for controlling fires increases. In addition, as an organized crew, the crew may be sent to widely varying areas of the United States with a wide variety of fuel types and environmental factors. The employee must analyze situations and adapt tactics and methodology to meet situations which are new or unusual for the crew. Based upon the varying work experiences of the crew, the employee recognizes the need for and recommends changes to basic guidelines.

Factor 4, Complexity

The work consists primarily of leading and working with the crew on the fire line and in maintaining fire equipment and tools. The work involves assignments throughout the United States working for a variety of wildland firefighting organizations as a supervisor of a large group of employees. The employee must recognize varying situations typical of that area/organization, and choose a safe, efficient, and economical alternative to accomplishing the work. As the supervisor, the employee must be able to maintain a high level of morale for a crew working long hours under arduous conditions while living in field camp situations.

Factor 5, Scope and Effect

The primary purpose of this position is to serve as a working supervisor of an organized fire crew. The work performed by the crew contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting decisions made also affect the safety and welfare of the assigned crew members.

Factor 6, Personal Contacts

The personal contacts occur with firefighting personnel throughout the organization as well as other Federal, State and public wildland firefighting organizations. The employee is responsible for the crew in working with a wide variety of organizations and working sites which requires a recognition of how various organizations organize for fire suppression and what their basic fire suppression regulations are.

Factor 7, Purpose of Contacts

As the crew supervisor, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts. The employee actively participates in planning sessions and fire critiques to resolve problems and improve procedures.

Factor 8, Physical Demands

This firefighting supervisor position requires strenuous physical labor on a recurring basis as a firefighter and in the maintenance and repair of firefighting equipment and tools. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required.